

REGULAR MEETING OF THE JASPER COUNTY BOARD OF COMMISSIONERS
May 2, 2016

The Jasper County Board of Commissioners met this date at 8:15 A.M. in the Commissioners' Room, Suite 202, of the Jasper County Courthouse located at 115 West Washington Street, Rensselaer, Indiana, with the following members present: Kendell Culp, Richard E. Maxwell and James A. Walstra. Also present was Auditor, Kimberly K. Grow; Deputy Auditor, Donna J. Horner; Highway Engineer/Supervisor, Jack R. Haberlin and the Attorney who represents the Commissioners, Eric Beaver. The meeting was called to order and those present stood and recited the Pledge of Allegiance led by Mayor Steve Wood, City of Rensselaer.

CLAIMS: Mr. Walstra made the motion to approve the claims as presented. Mr. Maxwell seconded and the motion carried.

PAYROLL CLAIM & ALLOWANCE DOCKETS: Mr. Maxwell made the motion to approve the Payroll Claim & Allowance Dockets for the check dates equal to April 15, 2016 and April 29, 2016. Mr. Walstra seconded and the motion carried.

MINUTES: Mr. Culp had a correction to the April 4, 2016 meeting minutes. Under "Amendment / Jasper County Unified Development Ordinance", the motion should have read "the south boundary" rather than "the north boundary". Mr. Walstra made the motion to approve the Minutes of the Regular Meeting held on April 4, 2016 with the correction as well as the Minutes of the Executive Session held on April 4, 2016. Mr. Maxwell seconded and the motion carried.

BURIED CABLE: Mr. Walstra made the motion to approve the following buried cable request submitted by NITCO. Mr. Maxwell seconded and the motion carried.

NITCO:

ACT #16009	For the purpose of KV School in Wheatfield Township. There is no tile in the area. (Permit # 721)
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RENSSELAER URBAN FORESTRY COUNCIL / TREES: Rick Odle, Rensselaer Urban Forestry Council, proposed the planting of at least two (2) trees on the southeast corner of the Courthouse lawn for the Bicentennial. Mr. Odle stated that Judge Potter has funds to plant two of the trees. The trees will be approximately 5' tall once in the ground. The area around the trees will be maintained with mulch. Mr. Maxwell made the motion to allow the Urban Forestry Council to plant two (2) trees on the courthouse square. Mr. Walstra seconded and the motion carried.

OFFER RECEIVED / COUNTY-OWNED STRIP OF LAND: Notice was recently given to abutting landowners giving them the opportunity to submit an offer to purchase the South 20 feet of Lot 24 in Pon and Company's DeMotte Farm Subdivision in Keener Township. Attorney Beaver stated that one offer in the amount of \$500.00 was received from Shelby Hurst. Mr. Maxwell made the motion to accept the offer in the amount of \$500.00. Mr. Walstra seconded and the motion carried. Attorney Beaver will proceed with a contract.

FAIRGROUNDS / PROJECTS UPDATE: Lou Nagel was present to bring the Commissioners up to speed on what will be going on at the fairgrounds. Due to recent storm damage, the porch roof on the restrooms located on the north end was damaged. A quote was received in the amount of \$2,373.00 to repair the roof. Judy Kanne has also inquired into some deterioration that is taking place on the log cabin. Is this something that insurance would cover? Mr. Culp suggested that Mr. Nagel contact Stace Pickering, Consolidated Insurance. Mr. Nagel stated that they are on phase three of four to replace the front gates in the swine barn and all new pens will be going into the goat barn. These projects are all paid for with the capital improvement money provided by the county. Mr. Nagel also reported that they want to continue with and finish the blacktopping project that we started three years ago. A quote from Town & Country Paving in the amount of \$20,148.00 was submitted.

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FIDLAR MONARCH PRODUCT / RECORDER: Beth Warren, Recorder, was present to discuss the implementation of the Monarch program in the Recorder's office. Attorney Beaver stated that the Public Access opinion mentioned that it is not a requirement to have a watermark; however, I do think that the watermark is a good idea. Ms. Warren asked if it was a possibility to have an ordinance that states when the Recorder sells bulk images, the images have to have a watermark to prevent them from being reproduced. Attorney Beaver stated that his general thought of Fidlar is that they are not an Indiana company and they have a product that they may sell in other states. They want to make a profit off of their work and outsourcing public records, as far as the production of those public records, is not anything that is prohibited under the law. Fidlar's pricing structure states that the county will receive \$.07 per page and then they (Fidlar) would receive an additional \$.03. The Public Access Counselor has expressed concern that this raises the cost of acquiring bulk images rather than lowers the cost to the public. Ms. Warren questioned, "Shouldn't there be a fee of some sort to put a watermark on your documents?" Attorney Beaver replied that he feels that if the county were to do it themselves and do the production with the watermark that it would still fall within the \$.07. You cannot go over the \$.07 per page unless the actual cost of doing so is more than \$.07 per page. The actual cost cannot include overhead and/or labor. Attorney Beaver suggested the possibility of purchasing Adobe Acrobat. Another option is to pay Fidler some sort of fee for them to do it. The pricing structure of what Fidler has with Monarch does not match Indiana law. Further discussion took place. Mr. Culp suggested that Ms. Warren work with Bill Batley, IT, in regards to the watermark.

JOB TITLE CHANGE / EXTENSION: Bryan Overstreet, Extension Educator, submitted a new position description for Chrystal Kaufman changing her job title from secretary to office manager. Mr. Overstreet stated that this would give a separation between Ms. Kaufman and the other secretarial position and allow him to request a separation in salary when budget time comes along. Auditor Grow stated that Kent Irwin would need to review the job description before approval is given.

GRANT FUNDING / COMMUNITY CORRECTIONS: Bill Wakeland, Director of Community Corrections, reported that official notice has been received from the Indiana Department of Correction that Jasper County Community Corrections has been awarded grant funding for fiscal year 2016-2017 in the amount of \$302,264.00. This grant funding will allow us to create an Assistant Director position as well as move two (2) staff members from the County General fund into the State Grant. This will save the County General fund approximately \$82,000.00 per year. The grant cycle will run from July 1 – June 30. The grant will cover the salary, benefits and health insurance of the Assistant Director. Mr. Walstra made the motion to approve the hiring of an Assistant Director. Mr. Maxwell seconded and the motion carried.

REPLACEMENT OF DOOR / COMMUNITY CORRECTIONS: Mr. Wakeland reported that they are experiencing trouble with the interior door in the male dorm. A new door will cost \$790.00. Mr. Walstra made the motion to approve the purchase of a new door. Mr. Maxwell seconded and the motion carried. The cost will be paid out of the Courthouse Building Repairs.

LETTER OF SUPPORT / ISPC: Sheriff Risner stated that the Integrated Public Safety Commission (ISPC) is requesting that we sign off for frequency authorization. This goes along with the upgraded safety program on the P25 system. Mr. Maxwell made the motion to approve the letter of support to be sent to ISPC. Mr. Walstra seconded and the motion carried.

PARKING LOT / CORRECTIONAL FACILITY: Sheriff Risner also reported that it has been three (3) years since the parking lot located at the correctional facility has been sealed. There are areas that are in need of being patched. Permission was given to receive quotes.

SHERIFF / VEHICLES: Sheriff Risner stated that they will be releasing a 2011 Dodge Charger squad. It is in need of an engine fix that will cost approximately \$2,000.00. There is also a 2012 Dodge Truck that we will be releasing once we receive the replacement truck. The truck will go to the Highway Department. However, once it does go to auction, any proceeds will need to go back into the Asset Forfeiture Fund.

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PERMISSION TO REFILL POSITIONS / SHERIFF: Sheriff Risner reported that he has received a letter of intent to retire from one of his sergeants. One of our merit deputies has also taken a position with the DeMotte Police Department. Sheriff Risner requested permission to refill both of these positions. Mr. Walstra made the motion to approve. Mr. Maxwell seconded and the motion carried.

CONGRESSIONAL SCHOOL REPORT: Mr. Maxwell made the motion to approve the Annual Report of the Board of Commissioners of Jasper County to the State Superintendent of Public Instruction. Mr. Walstra seconded and the motion carried.

TAX SALE SUPPORT SERVICES / SRI: Mr. Walstra made the motion to approve the Tax Sale Support Services Addendum and the 2016 Tax Sale Work Plan with SRI, Incorporated. Mr. Maxwell seconded and the motion carried.

EMPLOYEE BONDS: Mr. Maxwell made the motion to approve the following employee bonds: Terri L. Whitaker, Court Reporter; Vince Urbano, Surveyor; Linda J. Armstrong, Deputy Auditor; and three (3) Deputy Recorders. Mr. Walstra seconded and the motion carried.

COMMUNITY CORRECTIONS ADVISORY BOARD / APPOINTMENT: Mr. Maxwell made the motion to appoint Kerry Stevens (Mental Health Professional) to fulfill the remainder of the term left by the retirement of Beth Ryan. Mr. Walstra seconded and the motion carried.

REQUEST TO EXTEND VACATION DAYS / SCHEURICH: Mary Scheurich, Director of Planning & Development, has requested to extend 10.5 vacation days for 60 days. Mr. Maxwell made the motion to approve the request. Mr. Walstra seconded and the motion carried.

REQUEST TO EXTEND VACATION DAYS / ARMSTRONG: Linda Armstrong, Deputy Auditor, has requested to extend 2 vacation days. Mr. Maxwell made the motion to approve the request to be used within 60 days. Mr. Walstra seconded and the motion carried.

FIDLAR SEMINAR / RECORDER: Beth Warren, Recorder, would like permission for herself and Karen Wenrick, Deputy, to attend the Fidlar Technologies Educational Seminar for Recorders on May 23-25 in Rock Island, Illinois. Funding for the conference will come from the Elected Official Training Fund and the Recorder's Perpetuation Fund. Expenses will include mileage and hotel accommodations for two (2) nights. Mr. Maxwell made the motion to approve the request. Mr. Walstra seconded and the motion carried.

PLANNING & DEVELOPMENT / CONFERENCE: Mary Scheurich, Director of Planning & Development, has requested permission to attend the InRc conference on Thursday, May 26 at 7:30 a.m. The cost of the conference is \$100.00. The county car will be used if available. Mr. Walstra made the motion to approve. Mr. Maxwell seconded and the motion carried.

ORDINANCE CODIFICATION: Attorney Beaver stated that the decision was made at the last meeting to go with Code Publishing Company to perform the recodification of Jasper County's code. The open question that was left was whether or not to include the Unified Development Ordinance into the recodified county code. Code Publishing Company would offer to do that for an extra \$2,000.00. The GIS Team did meet and held a telephone conference call with the CEO of Code Publishing Company. The \$8,000.00 base price for the recodification is based on the assumption of the county code being 300 pages long at \$20.00 per page; therefore, we do not really know what the final cost will be until we compile and get everything out there. There is a section where we have a base package of online features. For an extra \$65.00 per month, there are a handful of features including comparing previous versions of the code. No decision needs to be made as to what internet options to go with at this time. I wouldn't say that it's mandatory to do it but if you look at the cost of the product as a whole, my thought is that it's a pretty moderate cost and there may be a pretty good benefit with it. The next step will be for Donna and I to get everything out of the files and the basement and sent to Seattle. That's a fair amount of work that will need to be done.

At this time, there was a short break.

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MILEAGE REIMBURSEMENT RATE: Ms. Grow distributed an email from the State of Indiana in regards to the mileage rate. Due to the decline in fuel prices, the rate will be reduced to \$0.36. The rate for the County remains at \$0.44. In the past, the County has followed the State in making the decision to raise our rate; therefore, Ms. Grow asked the Commissioners if they would like to maintain the current rate or consider lowering it? The Commissioners were not in favor of lowering the rate.

BIDS RECEIVED / BITUMINOUS EMULSIFIED ASPHALT FOR 2016: The following bids for Bituminous Emulsified Asphalt for the year 2016 were opened at 10:00 A.M.

(1) Great Lakes Chloride, Inc.	Warsaw, IN
(2) Central Paving	Logansport, IN
(3) Asphalt Materials, Inc.	Warsaw, IN
(4) Bit-Mat Products	Ashley, IN

Mr. Maxwell made the motion to accept all bids as presented. Mr. Walstra seconded and the motion carried.

ROAD RATING ANALYSIS: Ken Minett and Mike Manning were present on behalf of Butler, Fairman & Seufert in regards to Bridge #123. Mr. Minett stated that we are going to attempt to apply for some of the state funds to match that project since it's eligible. You are allowed to submit one application per year up to \$500,000.00 so if there is anything else you want to put in there besides the bridge, we can do that. Mr. Culp replied that he is not sure that we want to do that. I just want to do roads. Mr. Minett stated that you can do the bridge or you could do roads or you could do a combination. Mr. Maxwell stated that we don't want to do bridges. Mr. Culp asked Mr. Minett if he thought that the bridge versus roads would have a better opportunity from what you've heard? Mr. Minett stated that initially we heard that they thought the money would get out quick if they had bridge projects ready to go. You want to apply for whatever you think is most important to you economically for the County. Mr. Culp suggested that the paving request be submitted. In response to a comment from Mr. Haberlin, Mr. Minett replied that your major arterials are going to carry more weight than your rural roads that have low traffic and no economic value.

Before speaking about the road rating, Mr. Manning stated that we analyzed your MVH. This year there were 61 to 62 segments that needed added to your mileage, adjusted, or the road was just missing from the state data base. We have that report in the format that INDOT needs it ready to go in. There is an affidavit that you will need to sign that says that we are going to insert that. The next step of that is asset management and taking advantage of that funding. My understanding on the funding is that they have it programmed out to 2019 with that long-term session to program it out further and further into the future. In regards to the road rating, it is a 1-10 system. A road can only be a 10 once (when it is new). The ratings would go on top of the county's current mapping system. The capital improvement planning is the next step beyond the rating. Mr. Haberlin provided the following quotes in regards to setting up the road rating system for the county:

Beam, Longest & Neff	\$111,800.00
United	\$ 75,000.00
First Group	\$ 50,300.00
Butler, Fairman & Seufert	\$ 48,812.00

Mr. Culp asked what the timetable was? Mr. Manning replied that they would begin analyzing in May and have the two tables ready by the end of June. BF&S will assist with completing the grant application. Mr. Maxwell made the motion to approve the contract with BF&S in the amount of \$48,812.00. Mr. Walstra seconded and the motion carried.

Mr. Manning also reported that they found 46,438 linear feet that INDOT did not have included on the county's inventory. Further discussion took place.

NIPSCO / VACATE OF CR 250E: In regards to the vacate of CR 250E, Attorney Beaver stated that the Commissioners approved the surveyor's route at the last meeting. A proposed revision of the contract has been sent for NIPSCO's review. No further update is available at this time.

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ORDINANCE / PREPAID CLAIMS: Attorney Beaver stated that while reviewing some of the laws for the handling of money and putting together the procedures for the Department of Justice, he came across the prepaid claim statute that allows counties to enact an ordinance that will allow claims to be paid prior to a Commissioners meeting. After that law was enacted, the law was changed to reflect the advertising requirement of the ordinance. A new ordinance has been drawn up that tracks that state law in order to keep our ordinance up to date with the state law. Mr. Walstra made the motion to approve **Ordinance No. 5-2-2016A**. Mr. Maxwell seconded and the motion carried.

FEDERAL FUNDING / DEPARTMENT OF REVENUE: Attorney Beaver reported that he recently sent a letter to the Commissioners explaining what the State Board of Accounts is looking for. Any material variation needs to be sent to the State Board of Accounts at which time they will look at it and decide whether the procedures need to be changed or improved in order to prevent it from happening in the future. Other counties are adopting \$500.00 as a materiality threshold. Any instance where anybody misappropriates county money or an in-house contractor does the same then it would have to be reported. If there is any suspicion in that regard, it has to be reported right away. Mr. Maxwell made the motion to approve the \$500.00 threshold. Mr. Walstra seconded and the motion carried. Attorney Beaver will draft an ordinance for review before the next meeting.

Mr. Walstra made the motion to continue the meeting until Monday, May 16 on an as needed basis only. Mr. Maxwell seconded and the motion carried.

JASPER COUNTY BOARD OF COMMISSIONERS:

Kendell Culp, President

James A. Walstra, Vice President

Richard E. Maxwell, Member

ATTEST:

Kimberly K. Grow, Auditor of Jasper County

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